



CPO NEWSBRIEF

Ramstein Air Base, Germany



DECEMBER 2009

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From The CPO

Season's Greetings and Happy New Year

Welcome to the December issue of the CPO Newsbrief. This issue of the Newsbrief provides information for our supervisors and civilian employees on topics such as professional development, NSPS appraisals and reconsiderations, and the flu season and use of sick leave. For our local national civilians we have articles on transferring annual leave and the policy on travel expenses.

We had many personnel changes this year and we bid farewell to Mr. Wascheck. We wish him and his family all the best in their new assignment.

Your feedback is highly valued and I encourage you to forward any questions, concerns, comments and ideas for future issues to me at Christine.murray@ramstein.af.mil or 480-4208.

We had an exciting 2009 and we look forward to working with you in the New Year!

Christine Murray
Civilian Personnel Officer

US PROGRAMS NSPS

**NSPS APPRAISALS &
RECONSIDERATIONS**
**(POC: Employee Management Relations
480-2019)**

Rating Officials shall communicate appraisals to employees only after pay pool data, which has been certified and uploaded to AFPC, has processed successfully and been "Approved" within the PAA. Once approved, the rating and share assignment are firm but the final dollar amount of the payout can

vary slightly due to Compensation Workbench (CWB) processes and actions.

Employees may file a reconsideration request of the appraisal, but the request must be filed within 10 calendar days of the supervisor's communication of the final approved appraisal. Detailed guidance concerning reconsideration procedures will be sent out by the Civilian Personnel Flight (CPF) in the coming weeks.

NSPS PERFORMANCE PLANS & PAA GUIDE

(POC: Employee Management Relations 480-2019)

Regulations require all NSPS employees be on an approved performance plan for 90 days in order to be eligible for ratings. Employees not rated will not receive a performance bonus or performance salary increase. Plans should be completed within 30 from the start of the rating cycle, entrance on duty of a new employee, or employee job change.

A Step-by-Step Guide on how to establish or copy performance plans within the Performance Appraisal Application (PAA) is available to assist employees & supervisors in navigating through the PAA.



PAA v3 - Establishing Performance Plans.ppt

For additional PAA guides and information, please visit the Ramstein CPO Community of Practice NSPS PAA page at:

<https://afkm.wpafb.af.mil/asps/DocMan/DOCMain.asp?FolderID=OO-DP-FE-04-22-13&Tab=0&Filter=OO-DP-FE-04>

LOOK FOR...CIVILIAN PROFESSIONAL DEVELOPMENT TRAINING

(POC: 480-2167)

...an opportunity to develop yourself....

professionally and personally

The 86 MSS Civilian Personnel Flight and Career Assistance Office's are teaming up to provide leadership and career enhancement training

opportunities. The training is based on leadership books, writings and motivational speeches of Mr. Mark Sanborn and Mr. John C. Maxwell just to name a few.

The 86 MSS Career Assistance Office Community of Practice (CoP)

<https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-FE-13> will soon be updated to reflect detailed information on the different programs and allow interested personnel to register for specific classes.

A course calendar is under development...so look for advertised courses on a rotating headliner of the CoP soon.

All civilians must complete an SF182 and go through the approval channel prior to course registration. The SF 182 must be signed and endorsed by first/second level supervisor and forwarded to 86MSS.DPCT@ramstein.af.mil for approval by the civilian training manager.

Program organizers are looking for facilitators. If you are interested in getting on board at the ground level please contact the civilian POCs, Ms Lisa Mijares, DSN: 480-2137 or Ms. Christa Carzoli, DSN: 480-2167.

Stay tuned. More to come...

HOT Info

Flu Season & Sick Leave POC: EMR 480-2019

On October 24, 2009, President Obama signed a proclamation declaring the 2009 H1N1 influenza pandemic a National Emergency. There are leave options available to federal employees. Employees who have been diagnosed with the flu may use accrued sick leave or annual leave, request advanced sick leave or annual leave, request donated leave under the agency's voluntary leave transfer, use any earned compensatory time off, or earned credit hours. Also, employees may invoke their entitlement to unpaid leave under the Family and Medical Leave Act (FMLA) and take a total of up to 12 weeks of leave without pay for a serious health condition. In addition, employees may use a total of up to 104 hours (13 days) of sick leave each leave year to

provide general medical care to a family member and up to 12 weeks (480 hours) of sick leave to care for a family member who develops a serious health condition. Additional information regarding preparations and planning for the flu season can be found on the Center for Diseases Control and Prevention website at <http://www.cdc.gov/flu/> and www.flu.gov. For questions regarding leave options, please contact your servicing Employee Relations Specialist at 480-2019.

What NSPS PAYOUTS & SPECIALLY SITUATED EMPLOYEES (POC: Employee Management Relations 480-2019)

Any number of special circumstances can affect an employee's eligibility for an NSPS rating and performance payout eligibility. For the appraisal cycle which ended 30 Sep 2009, NSPS payouts become effective 03 Jan 2010.

An employee's **performance payout eligibility** depends on the special circumstance (i.e., leave without pay, military reserve duty, movement into/out of NSPS or GS, etc.) **and** the employee's status as of 03 Jan 2010.

For specific information on Specially Situated Employees and NSPS Payouts, please click on the FAQs below.



FAQs - NSPS Pay.docx

RESTORATION OF ANNUAL LEAVE (POC: Employee Management Relations 480-2019)

All supervisors and employees are reminded that the leave year ends 2 Jan 2010. Lost annual leave can only be restored if loss was due to mission requirements, administrative error or because of illness. However, to prevent forfeiture of "use or lose" leave it must be requested, approved, and scheduled in writing, prior to the close of business on Saturday, 21 Nov 09. Employees who find themselves unable to use their excess leave may wish to consider donating it to the Voluntary Leave

Transfer Program for the benefit of fellow federal employees who have medical emergencies. Please see attached for more information.



Leave Restoration Procedures.doc

Tis the Season to Know Gift Giving Policies

Civilian employees shall become familiar with the provisions of DoD 5500.7-R, Joint Ethics Regulation. This regulation delineates standards of ethical conduct and ethics guidance including direction in the areas of financial and employment disclosure systems, post-employment rules, enforcement, training, gifts and gratuities, outside activities. Employees with questions concerning the Joint Ethics Regulation should seek guidance from an appropriate ethics counselor.

Reference: AFI 36-703 Civilian Conduct and Responsibility

NON-US PROGRAMS

TRANSFER OF ANNUAL LEAVE POC: 480-5365

At the end of the calendar year/beginning of the new year repeatedly questions are raised regarding remaining leave and the possibility to transfer remaining leave into the new year. The general rules are as follows.

The provisions for annual leave can be found in the tariff agreement, article 33. In principle the following applies: Leave year is the calendar year and annual leave has to be taken in the respective calendar year. Only in case of urgent operational or personal reasons transfer of leave into the next calendar year is possible. In such a case, however, remaining leave has to be started NLT 31 March.

For transfer of leave one other reason exists, which provides for transfer even until the end of the next calendar year. If an employee is unable to start leave due to long-term sick absence in the current calendar year and until 31 March of the following year, this leave may be started after return to work until the end of this following year. The tariff agreement, however, prescribes that the remaining leave has to be started NLT 2 months after return to work.

It is appropriate to request the leave desires of the employees at the beginning of the calendar year and consolidate these in a leave plan. This gives supervisors and employees planning reliability. A deviation from the approved leave plan is only possible for urgent reasons.

It is pointed out that supervisors are responsible for the correct leave planning and -administration. Please address questions about this issue to the Non-US section, tel.: 480-5365/7153 or 06371-47-5365/7153.

GERMAN TRANSLATION

UEBERTRAGUNG VON JAHRESURLAUB

Zum Ende des Kalenderjahres bzw. Beginn des neuen Jahres kommen immer wieder Fragen zum Resturlaub und zur Moeglichkeit auf, den Resturlaub ins neue Jahr zu uebertragen. Nachfolgend werden die allgemeinen Regeln hierzu erlaeutert.

Die Vorschriften zu Jahresurlaub sind im Tarifvertrag im Paragraphen 33 enthalten. Grundsatzlich gilt: Urlaubsjahr ist das Kalenderjahr und Jahresurlaub ist im jeweiligen Kalenderjahr aufzubrauchen. Nur wenn dringende betriebliche oder persoenliche Gruende vorliegen, ist eine Uebertragung von Urlaub ins naechste Kalenderjahr moeglich. In einem solchen Fall muss der Resturlaub aber bis spaetestens 31. Maerz angetreten sein.

Fuer die Uebertragung von Urlaub gibt es noch einen weiteren Grund, bei dessen Vorliegen sogar eine Uebertragung bis zum Ende des neachsten Kalenderjahres moeglich ist. Wenn ein Arbeitnehmer wegen langer Krankheit den Urlaub im laufenden Kalenderjahr und bis zum 31. Maerz des Folgejahres nicht antreten konnte, kann er ihn nach Rueckkehr zur Arbeit bis zum Ende dieses Folgejahres antreten. Der Tarifvertrag schreibt in diesem Fall aber vor, dass der Resturlaub spaetestens 2 Monate nach der Rueckkehr zur Arbeit angetreten werden muss.

Im uebrigen ist es sinnvoll, die Urlaubswuensche der Mitarbeiter zu Beginn des Kalenderjahres zu erfragen und in einem Urlaubsplan miteinander abzustimmen. Dies gibt fuer den Vorgesetzten und den Mitarbeiter Planungssicherheit. Eine Abweichung vom genehmigten Urlaubsplan ist nur aus dringenden Gruenden moeglich.

Es wird darauf hingewiesen, dass der Vorgesetzte fuer die korrekte Urlaubsplanung -und erfassung verantwortlich ist. Bei Fragen zu diesem Thema

wenden Sie sich bitte an die Non-US Abteilung, Tel.: 480-5365/7153 oder 06371-47-5365/7153.

POLICY ON TRAVEL EXPENSES POC: 480-2470

Incidental expenses incurred without receipt during one-day and several-days duty travel (the so-called policy on insignificant amounts of 5.00 €): Based on meanwhile invalid Forces' implementation guidelines on Appendix R, CTA II, employees still claim incidental expenses incurred during duty travel up to amounts of 5.00 € without submission of receipts. This procedure is not in compliance with the provisions of the German income tax law according to which all incidental expenses that are to be reimbursed (tax-free) by the employer have to be substantiated with receipts. The specialists from the Foreign Forces Payroll Office (FFPO) working the travel expense reimbursements can't be expected to repeatedly explain the legitimacy of this procedure to the travelers when they ask for the pertinent receipts

or appropriately deny such payments.

Personal statement for claiming incidental expenses incurred during (one-day as well as several-days) duty travel if no receipt could be obtained: If an LN employee is not able to provide evidence of required expenses incurred during duty travel (e.g. telephone costs incurred by using a public phone, lost receipt of parking fees, etc.) the tax-free reimbursement by the FFPO can't be initiated. In such cases, the employee has to provide a so-called written personal statement to prove that the incidental expenses claimed were required in the course of the duty travel and certify it with his/her personal signature. Please note that this statement requires the supervisor's signature, too.

For further questions please contact Mrs. Silvia Thum, Tel. 480-2470

GERMAN TRANSLATION

Translation/Uebersetzung Nebenkosten bei Dienstreisen

Nebenkosten bei ein- u. mehrtaegigen Dienstreisen ohne Beleg (sog. Kleinbetragsregelung von 5.-EUR): Aufgrund von nicht mehr gueltigen Ausfuehrungsbestimmungen von Seiten der

Streitkräfte zum Anhang R, TVAL II machen
Beschäftigte bei Dienstreisen immer noch
Nebenkosten in Höhe von bis zu 5.-EUR ohne
Vorlage von Belegen geltend. Diese Verfahrensweise
ist nicht mit den Bestimmungen des
Einkommenssteuerrechts vereinbar, wonach alle vom
Arbeitgeber zu zahlenden Nebenkosten (steuerfrei)
durch entsprechende Belege nachzuweisen sind. Es
ist den Reisekostensachbearbeiter/innen der
Lohnstelle Ausländische Streitkräfte (LAS) nicht
zuzumuten, die Dienstreisenden immer wieder bei der
Anforderung der entsprechenden Belege, bzw. der
ordnungsgemäßen Verweigerung der Zahlung von
der Rechtmäßigkeit dieses Vorgehens zu überzeugen.

Erstellung eines Eigenbeleges für die
Geltendmachung von Nebenkosten bei Dienstreisen
(sowohl eintätig als auch mehrtätig) bei fehlendem
Nachweis: Soweit bei Dienstreisen dem
Beschäftigten kein Nachweis über notwendige Kosten
(z.B. Telefongespräche an öffentlichen Telefonzellen,
verlorengegangene Quittung über Parkgebühren, etc.)
mit einem entsprechenden Beleg möglich ist, kann

eine steuerfreie Zahlung durch die LAS nicht
erfolgen. Der Beschäftigte hat in diesen Fällen durch
die Erstellung eines sog. Eigenbeleges nachzuweisen,
für was die geltend gemachten Nebenkosten im
Rahmen der Dienstreise erforderlich waren und durch
eigenhändige Unterschrift den Nachweis hierüber zu
erbringen. Bitte, beachten Sie, dass dieser Beleg auch
vom zuständigen Vorgesetzten unterschrieben
werden muss.

Bei Fragen wenden Sie sich bitte an Frau Silvia Thum,
Tel. 480-2470.

OTHER HELPFUL WEBSITES

Ramstein CPO Website

<http://www.ramstein.af.mil/ramsteincivilianpersonnelflight.asp>

My Biz/My Workplace

<http://ask.afpc.randolph.af.mil/MyBiz/default.asp?prod3=2469&prod2=264&prod1=44>

Air Force Personnel Center (AFPC)

<http://ask.afpc.randolph.af.mil/>

National Security Personnel System (NSPS)

<http://www.cpms.osd.mil/nsps/>

AF National Security Personnel System (NSPS)

<http://ask.afpc.randolph.af.mil/nsps/>

Office of Personnel Management (OPM)

<http://www.opm.gov>

DFAS - MyPay

<http://www.dfas.mil>

DPC Servicing Team Phone Numbers

[Civilian Personnel Servicing Teams](#)